

Tasking Memorandum No. 00-256

Memorandum For Cdrs DCMDs, DCMA CMOs

Subject: ACTS Refresher Training

Date: JUN 28 2000

Suspense Date: Aug 24, 2000

Target Audience: All Automated Configuration Tracking System (ACTS) Monitors, Alternate Monitors and CMO Engineers Using ACTS

Requirement(s):

- ACTS Refresher Training must be provided to all ACTS Monitors, their alternates and select engineering personnel in DCMA.
 - ACTS training was last held in the mid 1990s. There have been numerous personnel changes at the CMOs since that time, and in many cases, those personnel originally trained in ACTS have been replaced by others who have not had formal training in the ACTS program.
 - The Configuration Management One Book chapter was revised in March 2000 and contains revised requirements for ACTS data management and analysis. This training will cover the current One Book requirements for ACTS.
 - The current ACTS Version 3.0 will remain in service for immediate future, making it necessary for all users to be trained in the program.
 - DCMA HQ is exploring a possible replacement for ACTS. This training will update all users as to the status of this effort.
- ACTS training modules to be presented and a detailed training schedule will be posted to the Engineering Homepage under Contract Technical Operations no later than July 14, 2000.
- Attendees should review these modules prior to the training and bring hard copies with them to the training. The ACTS User Manual is also currently posted to the Engineering Homepage. All ACTS users should maintain a copy of the manual at their offices and be familiar with it.
 - The ACTS Web page is at: http://www.dcmc.hq.dla.mil/dcmc_o/ob/engin/acts.htm.
- Training must be completed by August 24, 2000. Two sessions will be held in Boston, MA for East District CMOs and two sessions will be held in Port Hueneme, CA for West District CMOs. The schedule for the sessions is as follows:
 - Boston:
 - Session 1 - August 7, 2000, commence 1:00 p.m., end 5:00 p.m.
August 8, 2000, commence 8:00 a.m., end 5:00 p.m.
 - Session 2 - August 9, 2000, commence 8:00 a.m., end 5:00 p.m.
August 10, 2000, commence 8:00 a.m., end 12:00 p.m.
 - Port Hueneme:
 - Session 1 - August 21, 2000, commence 1:00 p.m., end 5:00 p.m.
August 22, 2000, commence 8:00 a.m., end 5:00 p.m.
 - Session 2 - August 23, 2000, commence 8:00 a.m., end 5:00 p.m.
August 24, 2000, commence 8:00 a.m., end 12:00 p.m.

A single makeup session will be held on August 16-17, 2000 in Port Hueneme, CA. Personnel unable to attend any of the above sessions should plan to attend the makeup session.

Make Up Session - August 16, 2000, commence 1:00 p.m., end 5:00 p.m.

August 17, 2000, commence 8:00 a.m., end 5:00 p.m.

- Each training session will have a maximum of 30 seats available. Each District is allocated the following maximum number of attendees:

DCMDE – 60

DCMDW – 55

DCMDI – 10

Allocations of spaces for each individual CMO will be made by the District POC listed below. Each CMO must contact their District POC by July 10, 2000 to identify their attendees, and obtain specific information regarding directions, location of training facilities, and suggested hotel accommodations.

- DCMA HQ has already transferred funds to the districts to manage. The District POCs will provide additional information on fund citations.

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